

Job Opportunity

California Department of Alcohol and Drug Programs

The mission of the Department of Alcohol and Drug Programs is to promote the achievement of life-styles free of alcohol and other drug related problems for the diverse citizens and communities of California.

RPA # A01-411-03

Position # 798-411-5157-701 or 798-411-5393-701

Classification: **Staff Services Analyst/Associate Governmental Program Analyst
Permanent, Full Time (SSA: \$2,507 - \$3,957/AGPA: \$3,915 - \$4,759)**

Final Filing Date: **August 7, 2001 or Until Filled**

Contact: Ken DaRosa, SSMI
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We have an opening within the program policy unit of the Program & Fiscal Policy Branch for a highly motivated individual interested in joining our team. Persons interested in applying for this position are asked to submit two writing samples as part of their application package.

Duties and Responsibilities: The selected candidate will perform a variety of challenging assignments relative to developing and implementing statewide alcohol and other drug (AOD) treatment policies, guidelines, and procedures such as:

- Researching and analyzing information to develop reports, issue memos, legislative bill analyses, budget change proposals, and other documents and assignments.
- Prepare findings and recommendations for management relative to alcohol and other drug (AOD) treatment policies, guidelines, and procedures.
- Analyze the impact of existing or proposed legislation and policies on AOD treatment.
- Participate in significant ongoing and *ad hoc* projects, such as inter-agency agreements, block grant applications, and regulations.
- Research and prepare responses to internal and external inquiries (controlled correspondence).
- Coordinate with internal and external parties to accomplish the above projects.

Desirable Qualifications: Applications may be prescreened. Only the most competitive applicants will be interviewed.

- Strong analytical skills.
- Ability to complete assignments within short timeframes.
- Ability to manage multiple priorities and long-term projects.
- Proficiency with personal computers and software (Microsoft Word and Excel).
- Excellent interpersonal, oral and written communication skills.

Who Should Apply: State employees with current status in the above classification, persons with list eligibility, with interest in lateral transfer from an equivalent class, or reinstatement. T&D assignments will be considered. No Fax or e-mail applications will be considered. All interested applicants must submit a resume, a standard State Application Form STD 678, with original signature, to the contact person identified above, and must clearly indicate the basis of their eligibility in line item number 12 (Explanation) of the STD 678 (Revised 08/97). Persons interested in applying for this position are asked to submit two writing samples as part of their application package.

Preference will be given to employees on reemployment/SROA lists or to an employee who is declared as a surplus employee.



The Department of Alcohol and Drug Programs is an equal opportunity employer to all, regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.